

Ulundi Local Municipality

“The City of Heritage”



**Subsistence and Travel
Policy & Procedures**
Version 02

Ulundi Local Municipality Subsistence and Travel Policy and Procedures

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1 POLICY OBJECTIVES

- 1.1 It is essential that officials of Ulundi Local Municipality from time to time travel to other cities, towns and regions in order to establish and maintain links and relationships with other related institutional organizations, government bodies, and other parties.
- 1.2 It is important for officials to broaden their knowledge and understanding of and compare local experiences in municipal sector, innovation and change in the rest of the country, and this can only be done effectively through the medium of personal contact with a wide range of key stakeholders.
- 1.3 In terms of the Income Tax Act (No.58 of 1962), officials traveling to other destinations for official business purposes need be granted an ad-hoc travel and subsistence allowance.
- 1.4 The object of this policy is to enforce the promulgated legislation in terms of ad-hoc travel and subsistence allowances, in order to set uniform guidelines for the officials of the Municipality.

2 GLOSSARY OF TERMS

For the purposes of this Policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

<i>"AO" or Accounting Officer</i>	The Municipal Manager as defined in the Municipal Finance Management Act, Act No 56 of 2003
<i>"Chief Financial Officer"</i>	The person appointed by the Council as Chief Financial Officer and includes any person acting in that position or to whom authority has been delegated.
<i>"Council"</i>	The Municipal Council, as referred to in Section 157 of the Constitution of the Republic of South Africa (Act 108 of 1996), of the Ulundi Local Municipality.
<i>"Councillor"</i>	Means the member of a Municipal Council.
<i>"Day"</i>	For the purposes of claiming travel and subsistence allowance per day by the Councillors or/and officials, a "day" means a completed period of twenty four (24) hours away from the normal place of domicile and employment on official business of the Municipality.
<i>"Head of Department"</i>	Means the official appointed by the Council to head a Department of the Municipality.
<i>"Daily Allowance"</i>	This is equivalent to the total allowance granted for meals and incidental cost for 24-Hours period or portion thereof to a minimum of 6 Hours after the first 24 Hours.
<i>"Incidental Costs"</i>	Expenses which are not necessarily incurred in performing the duties of employment whilst away on business (e.g. telephone cost, laundry cost, drinks, tips etc.)

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"Meals"	Any food / refreshment that an employee is entitled to whilst on official Municipality business away from the workplace.
"Municipality"	Means Ulundi Local Municipality.
"Municipal Manager"	The person appointed by the Council as Municipal Manager and includes any person acting in that position or to whom authority has been delegated.
"SARS"	South African Revenue Services.
"Travel: Domestic"	For purposes of this policy, domestic travel shall mean travel within South Africa.
"Travel: International"	For purposes of this policy, international travel shall mean travel to any country outside South Africa.
"Subsistence Allowance"	Is an amount of money paid by the Municipality to a traveler incurred or to be incurred in respect of personal subsistence and incidental costs (e.g. snacks, refreshments, drinks and newspapers). <i>NB. Subsistence Allowance does not cover any personal recreation expenses, such as visits to cinema, theatre or nightclubs or sightseeing.</i>
"Travel Allowance"	Is any amount paid or advanced given to an employee in respect of travelling expenses for business use.

3 PURPOSE

3.1 The purpose of this Policy is to prescribe the process to be followed by the Municipality for the payment of travel and subsistence allowances for official travelling, either to boundaries within the Municipality or beyond.

4 SCOPE OF APPLICATION

4.1 This policy is applicable to the following:

- (i) All Councillors of the Municipality
- (ii) All officials of the Municipality

Who are travelling on the official business and as such are formal travelers of the Municipality.

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5 RESPONSIBILITIES OF OFFICIALS TRAVELLING ON BUSINESS TRIPS

- 5.1 Every staff member who travels on the business of the Municipality must comply with this policy in letter and in spirit.
- 5.2 Representatives who travel on the business of the Municipality must appreciate, at all times, that they are ambassadors for the Municipality, that their actions, conduct and statements must be in the best interests of Ulundi Local Municipality, and that they must comply with any specific mandates they have been given.
- 5.3 Consistent with the Municipality's performance monitoring and evaluation objectives, the Accounting Officer shall ensure that a database of all representatives and official traveling is kept.
- 5.4 For any official trip, a trip authorisation form (**refer to Annexure D**) shall be completed and approved prior to the trip being undertaken.
- 5.5 International trips shall be recommended by the Accounting Officer and final approval obtained from the full Council and, before each trip is undertaken.

6 EMPLOYEE TAX IMPLICATIONS

- 6.1 In terms of Schedule 7 of the Income Tax Act (No. 58 of 1962), the subsistence and travelling allowance is defined as remuneration in the employees' hands and subject to income tax.
- 6.2 There is a reasonable expectation that the responsible employee has incurred some expenditure as a result of such trip.
- 6.3 It is the responsibility of the employees to keep detailed and relevant records of all subsistence and travelling claims for tax purposes.

7 SUBSISTENCE AND TRAVEL ALLOWANCE

- 7.1 A subsistence and travel allowance is an amount of money paid by the Municipality to a representative to cover the following expenses:
 - (i) Meals (including reasonable gratuities);
 - (ii) Incidentals such as refreshments, snacks, drinks and newspapers; and;
 - (iii) All business related travel.
- 7.2 A subsistence allowance does not cover any personal recreation, such as visits to a gym, cinema, theatre, nightclubs or sightseeing.
- 7.3 Determination of the allowances shall be in respect of the period from the latest reasonable time at which it would be necessary for the traveler using the authorized form of transport to leave the ordinary place of residence or office in order to be present at the appointed time to the earliest reasonable time on or about which such traveler could, by using such transport, arrive back at the ordinary place of residence or office.

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- 7.4 The expenditure limits for subsistence (meal) allowance shall be set and approved by the full Council.
- 7.5 All expenditures incurred on official business shall be claimed within 30 days of return to the Municipality offices. (**refer to Annexure C**)

8 ENTITLEMENT TO SUBSISTENCE ALLOWANCE

- 8.1 A representative may claim a *daily subsistence allowance* as provided in this policy with the understanding that all authorized personal expenses are covered by the Subsistence Allowance.
- 8.2 No further expenses, with the exception of certain business expenses (see below), may be claimed.
- 8.3 The *subsistence allowance* may be claimed *without* the representative having to furnish proof of expenses.
- 8.4 Entertainment of external business associates, contacts, potential investors or clients, falls *outside* the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval where applicable).
- 8.5 Where an official of the Municipality has an entertainment allowance, the entertainment of external business associates or contacts or other parties must be claimed against the entertainment allowance.
- 8.6 No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the Municipality.
- 8.7 All traveling on business of the Municipality must be approved as such before a representative is entitled to a subsistence allowance.

9 ACCOMMODATION AND SUBSISTENCE ALLOWANCE

- 9.1 Representatives who travel on the business of the Municipality, where the business unavoidably entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.
- 9.2 Although the policy does not specify any grading for the specific accommodation required, representatives must refrain from any extravagance. **But certainly the accommodation should be of an acceptable standard for all Municipality officials. Selection of accommodation must however be judged on availability, location, suitability, safety, etc.**
- 9.3 The actual cost of accommodation will be borne by the Municipality, subject to a **maximum of R1,500 per night**, where such accommodation is not available, the rate for a **single room** will be payable.

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- 9.4 A daily allowance, at the SARS rate, to defray **incidental costs only** (deemed to have been expended) will be paid in advance to the amount as **announced and gazetted annually in February by the Minister of Finance**, to the recipient where the official business trip is in the Republic of South Africa (domestic travel). Any amount over and above the prescribed amount, if for whatever reason approved by Municipality, will be taxable.
- 9.5 A daily allowance, at the SARS rate, to defray **meals and incidental costs** (deemed to have been expended) will be paid in advance to the amount as **announced and gazetted annually in February by the Minister of Finance**, to the recipient where the official business trip is in the Republic of South Africa (domestic travel). Any amount over and above the prescribed amount, if for whatever reason approved by Municipality, will be taxable.
- 9.6 If a municipal official stays with a relative or friend, no accommodation allowance may be claimed, however, the representative may, in addition to the applicable subsistence allowance, an all inclusive (accommodation and meals) taxable amount of **R350.00 (Three Hundred and Fifty Rand) per day may be claimed as a private accommodation allowance**
- 9.7 Employees or municipal officials may only be allowed to claim for accommodation if the destination is **beyond a radius of 250 kilometres** from the local area of the Municipality.
- 9.8 In cases where Municipality's officially appointed travel agent did not make the reservation, payments of overnight accommodation for representatives shall be paid directly into the account of the hotel or guesthouse.
- 9.9 Requests for reservations and payments must be submitted by the relevant official **at least seven days** prior to embarking on an official trip to enable the administration sufficient time to process the reservation and payment. This is to avoid unnecessary inconvenience to all parties concerned.
- 9.10 In the event where an official is unable to make use of the meals provided due to religious convictions, the reimbursement for alternative meals shall be dealt with on an *ad hoc basis* with the authorisation of the Accounting Officer or his delegated authority.

10 SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF THE DAY WITHOUT AN OVERNIGHT STAY

- 10.1 If a official is on the business of the Municipality outside the boundaries of the Municipality for a day or part of a day in circumstances not requiring the night to be spent away (*absence of more than 6 Hours and less than 24 Hours*), a **subsistence allowance of R80 per day** is payable.
- 10.2 No subsistence allowance will be payable to representatives attending courses and seminars where all their physical needs are catered for.
- 10.3 Miscellaneous expenses including laundry, bus fares, toll and parking fees shall be paid by the Municipality upon submission of proof, both within and outside the boundaries of South Africa.

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10.4 Foreign expenditure shall be linked to the applicable exchange rate.

11 CAR HIRE/MUNICIPALITY VEHICLES

11.1 In all cases, the most economical way of transport must be utilized.

11.2 Only category "A" or "B" vehicles may be rented, unless it is more cost effective to hire a more expensive vehicle, for example; where the number of representatives involved could justify the hire of a microbus.

11.3 Any exception to this rule will necessitate the Accounting Officer's approval.

11.4 Car rental must be approved as part of the travel package before the trip is embarked on.

11.5 Individual staff members using a hired car shall, in his *personal capacity*, be responsible for any traffic fines and other non-compliances with the National Road Traffic laws and regulations.

11.6 A municipal employee who rents a vehicle whilst travelling on the business of the Municipality *without* having received authorization will only be reimbursed for the cost of the rented vehicle *if proof of expenditure can be produced*, the municipal employee can demonstrate that the vehicle was necessitated under the circumstances, the cost was reasonable and condoned by the Accounting Officer or his/her delegated authority.

12 PRIVATE TRANSPORT

12.1 Where the Municipality official intends using his/her privately owned vehicle for the official trip, this shall be approved/authorised by the Accounting Officer, prior to the use of a private transport.

12.2 If a municipal official has to utilize his/her personal motor vehicle outside the boundaries of Ulundi Municipality, he/she will be reimbursed at rate of R3.50 per kilometre.

12.3 If municipal official does not have a car allowance and has to utilise his/hers own motor vehicle outside the boundaries of Ulundi Municipality, he/she will be reimbursed at rate of R4.00 per kilometre

12.4 Where the total number of kilometers for which such reimbursement is received **exceeds 8,000** in a tax year, reimbursement for the excess kilometres over 8,000 must be taxed for PAYE purposes, subject to changes in the annual tax thresholds.

12.5 The distance to which the reimbursement applies, must be the shortest distance between the departure and arrival points.

12.6 Where the possibility arises, representatives must travel together, up to a maximum of four people per vehicle, to minimize travelling expenses.

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13 CLASS OF AIR TRAVEL

- 13.1 All flights taken by the representatives of the Municipality shall be in **economy class**.
- 13.2 However, in cases where the Accounting Officer and/or Senior Directors, form part of or accompany ministerial delegations, they may be allowed to fly on business class.

14 INTERNATIONAL (FOREIGN) TRAVEL

- 14.1 *General provisions (meals, parking, toll fees, laundry and dry cleaning)*
 - (i) Any representative embarking on an overseas visit must request his/her subsistence allowance not later than **7 (seven) working days** before actual date of departure.
 - (ii) For consistency, the value of the subsistence will be calculated against an exchange rate obtained from Municipality's official bankers as listed 5 (Five) working days before the actual departure date indicated on the plane ticket or reservation which must accompany the request for subsistence.
 - (iii) This exchange rate will be according to the currency of the specific country to be visited.
- 14.2 *Actual expenditure allowance*
 - (i) The reasonable actual miscellaneous expenses will be refunded against proof (receipt/invoice) of payment as approved per paragraph 15 (1).
 - (ii) On return from overseas visits, the representatives must submit a report to the related HOD, who shall in turn present a written report to the Municipal Manager to be tabled on the next Council meeting regarding the value, experience and benefits achieved.
- 14.3 *Compulsory vaccination, medical examinations and medicines prior to trip*
 - (i) The Municipality official travelling on an official business visit will be required to arrange his/her own vaccinations, medications prior to embarking on a trip. The cost of such prior trip expenditures incurred will be **reimbursed** by the Municipality on the actual cost basis, upon producing a valid tax invoice from the service provider.
- 14.4 *Exchange Rates and costs incurred regarding exchange rates*
 - (i) The Municipality will reimburse the costs of visas for countries to be visited in accordance with the official visit.
 - (ii) The actual miscellaneous expenses will be refunded against proof (receipt/invoice) of payment.

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14.5 Travelling documents and residential permits

- (i) The Municipality will reimburse the costs of visas for countries to be visited in accordance with the official visit.
- (ii) The actual miscellaneous expenses will be refunded against proof (receipt/invoice) of payment.

15 SUBSISTENCE AND TRAVEL ALLOWANCE FOR PERSONS INVITED FOR INTERVIEWS

- 1.1 No subsistence allowance is payable to any candidate attending interviews with the Municipality.
- 1.2 Travelling costs may be paid for candidates coming from areas outside the Municipal boundaries to attend interviews.

16 APPROVED SUBSISTENCE THRESHOLDS

- 16.1 The following subsistence thresholds payable by the Municipality are applicable:

- (i) Travelling abroad South Africa – applicable rates are dependent on country-to-country, subject to ruling exchange rates applicable.
- (ii) Travelling within South Africa – R260 per day for meals and incidentals.
- (iii) Travelling within South Africa – R80 per day for incidentals only.

- 16.2 The approved rates shall be reviewed by the Accounting Officer at least once annually.

17 AUTHORISATION

- 17.1 For purposes of implementing this policy, any approval for subsistence or visits outside the borders of the Municipality must be in accordance with Municipality's existing delegated powers and functions.
- 17.2 An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such a workshop or event. The required authorization must still be obtained from the Accounting Officer.
- 17.3 Municipal official any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event.
- 17.4 If any representative fails to do so, the Chief Financial Officer together with his/her HOD or the Accounting Officer, as the case may be, may recover all allowances and disbursements paid to enable said municipal official to attend such event, provided that said municipal official is afforded an opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

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18 LEGAL REQUIREMENTS

18.1 This policy is developed and guided by the following legal frameworks:

- (i) Constitution of the Republic of South Africa (Act 108 of 1996)
- (ii) Income Tax Act (No. 58 of 1962)
- (iii) Labour Relations Act (No. 66 of 1995)
- (iv) Guidelines for Employers, 2005, South African Revenue Services
- (v) Municipal Finance Management Act, Act No 56 of 2003
- (vi) Remuneration of Public Office Bearers Act (Act of 1998)
- (vii) Public Service Regulations of 2001
- (viii) Budget Speeches

19 COMMENCEMENT

19.1 This Policy shall take effect on(date)

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**ANNEXURE "A": DRAFT SOUTH AFRICAN REVENUE SERVICE DIRECTIVE
DRAFT SOUTH AFRICAN REVENUE SERVICE**

DETERMINATION OF THE DAILY AMOUNT IN RESPECT OF MEALS AND INCIDENTAL COSTS FOR PURPOSES OF SECTION 8(1) OF THE INCOME TAX ACT, 1962 (ACT NO. 58 OF 1962)

By virtue of the powers vested in me by Section 8(1) (c) (ii) of the Income Tax Act, 1962 (Act No. 58 of 1962), I, George Ngakane Virgil Magashula, Commissioner for the South African Revenue Service, hereby determine in the Schedule hereto the amounts which shall be deemed to have been actually expended by a person in respect of meals and incidental costs for the purposes of Section 8(1) (a) (i) (bb) of that Act.

The amounts determined in this notice apply in respect of the year of assessment commencing 1 March 2013.

GNV MAGASHULA

COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE

SCHEDULE

1. Unless the context otherwise indicates, any word or expression to which a meaning has been assigned in the Income Tax Act, 1962, bears the meaning so assigned.
2. The following amounts will be deemed to have been actually expended by a recipient to whom an allowance or advance has been granted or paid —
 - (a) Where the accommodation, to which that allowance or advance relates, is in the Republic and that allowance or advance is paid or granted to defray:
 - Incidental costs only, an amount equal to R98.00 per day; or
 - The cost of meals and incidental costs, an amount equal to R 319.00 per day; or
 - (b) Where the accommodation, to which that allowance or advance relates, is outside the Republic and that allowance or advance is paid or granted to defray the cost of meals and incidental costs, an amount per day determined in accordance with the following table for the country in which that accommodation is located —

Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Albania	Euro	97	
Algeria	Euro	136	
Angola	US \$	191	
Antigua and Barbuda	US \$	220	
Argentina	US \$	75	
Armenia	US \$	279	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Austria	Euro	108	
Australia	Australian \$	175	
Azerbaijani	US \$	145	
Bahamas	US \$	191	
Bahrain	B Dinars	36	
Bangladesh	US \$	79	
Barbados	US \$	202	
Belarus	Euro	117	
Belgium	Euro	124	
Belize	US \$	152	
Benin	Euro	89	
Bolivia	US \$	53	
Bosnia-Herzegovina	Euro	112	
Botswana	Pula	799	
Brazil	US \$	133	
Brunei Darussalam	US \$	88	
Bulgaria	Euro	89	
Burkina Faso	Euro	100	
Burundi	US \$	138	
Cambodia	US \$	90	
Cameroon	Euro	100	
Canada	Canadian \$	157	
Cape Verde Islands	Euro	65	
Central African Republic	Euro	94	
Chad	Euro	121	
Chile	US \$	129	
China (People's Republic)	Renminbi	939	
Colombia	US \$	94	
Comoro Island	Euro	125	
Cook Islands	New Zealand \$	217	
Cote D'Ivoire	Euro	96	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Costa Rica	US \$	102	
Croatia	Euro	108	
Cuba	US \$	123	
Cyprus	Euro	117	
Czech Republic	Euro	89	
Democratic Republic of Congo	US \$	288	
Denmark	Danish Kroner	1442	
Djibouti	US \$	99	
Dominican Republic	US \$	99	
Ecuador	US \$	121	
Egypt	US \$	118	
El Salvador	US \$	72	
Equatorial Guinea	Euro	130	
Eritrea	Nakfa	1630	
Estonia	Euro	91	
Ethiopia	US \$	64	
Fiji	US \$	110	
Finland	Euro	174	
France	Euro	156	
Gabon	CFA	1124	
Gambia	Euro	105	
Georgia	US \$	95	
Germany	Euro	125	
Ghana	US \$	129	
Greece	Euro	130	
Grenada	US \$	151	
Guatemala	US \$	108	
Guinea	Euro	78	
Guinea Bissau	Euro	85	
Guyana	US \$	118	
Haiti	US \$	109	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Honduras	US \$	166	
Hong Kong	Hong Kong \$	1 000	
Hungary	Euro	87	
Iceland	ISK	21 478	
India	Indian Rupee	5 900	
Indonesia	US \$	86	
Iran	US \$	105	
Iraq	US \$	125	
Ireland	Euro	240	
Israel	US \$	162	
Italy	Euro	120	
Jamaica	US \$	151	
Japan	Yen	17 984	
Jordan	US \$	187	
Kazakhstan	US \$	128	
Kenya	US \$	113	
Kiribati	Australian \$	233	
Korea	US \$	182	
Kuwait (State of)	Kuwaiti Dinars	45	
Kyrgyzstan	US \$	172	
Laos	US \$	95	
Latvia	US \$	151	
Lebanon	US \$	141	
Lesotho	Rand	750	
Liberia	US \$	143	
Libya	US \$	112	
Lithuania	Euro	154	
Macau	Hong Kong \$	1 196	
Macedonia (Former Yugoslav)	Euro	100	
Madagascar	Euro	105	
Madeira	Euro	290	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Malawi	Malawi Kwacha	21 699	
Malaysia	Ringgit	377	
Maldives	US \$	202	
Mali	Euro	182	
Malta	Euro	132	
Kuwait (State of)	Kuwaiti Dinars	45	
Kyrgyzstan	US \$	172	
Laos	US \$	95	
Latvia	US \$	151	
Lebanon	US \$	141	
Lesotho	Rand	750	
Liberia	US \$	143	
Libya	US \$	112	
Lithuania	Euro	154	
Macau	Hong Kong \$	1 196	
Macedonia (Former Yugoslav)	Euro	100	
Madagascar	Euro	105	
Madeira	Euro	290	
Malawi	Malawi Kwacha	21 699	
Malaysia	Ringgit	377	
Maldives	US \$	202	
Mali	Euro	182	
Malta	Euro	132	
Niue	New Zealand \$	252	
Norway	NOK	1 854	
Oman	Rials Omani	69	
Pakistan	Pakistani Rupees	6 307	
Palau	US \$	252	
Palestine	US \$	147	
Panama	US \$	105	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
Papua New Guinea	Kina	285	
Paraguay	US \$	63	
Peru	US \$	133	
Philippines	US \$	130	
Poland	Euro	94	
Portugal	Euro	101	
Qatar	Qatar Riyals	651	
Republic of Congo	Euro	149	
Reunion	Euro	164	
Romania	Euro	76	
Russia	Euro	171	
Swaziland	Rand	818	
Sweden	Swedish Krona	1 220	
Switzerland	S Franc	208	
Syria	US \$	112	
Taiwan	New Taiwan \$	3 355	
Tajikistan	US \$	108	
Tanzania	US \$	101	
Thailand	Thai Baht	4 568	
Togo	Euro	78	
Tonga	Pa'anga	231	
Trinidad & Tobago	US \$	213	
Tunisia	Tunisian Dinar	134	
Turkey	Euro	96	
Turkmenistan	US \$	125	
Tuvalu	Australian \$	339	
Uganda	US \$	87	
Ukraine	Euro	99	
United Arab Emirates	Dirhams	642	
United Kingdom	B Pounds	124	
Uruguay	US \$	145	

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Country	Currency	Special Daily Allowance	
		Head of Department	Other Employees
USA	US \$	160	
Uzbekistan	Euro	117	
Vanuatu	US \$	173	
Venezuela	US \$	233	
Vietnam	US \$	86	
Yemen	US \$	94	
Zambia	US \$	119	
Zimbabwe	US \$	120	
Countries not listed	US \$	215	

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**ANNEXURE "B": CLAIM FOR UTILISATION OF VEHICLE IN TERMS OF THE
SUBSISTENCE AND TRAVEL POLICY**

**CLAIM FOR UTILISATION OF VEHICLE IN TERMS OF THE
SUBSISTENCE AND TRAVEL POLICY**

A. DETAILS OF CLAIM

1.1 MILEAGE CLAIM:

NAME: _____

PERSAL NO.: _____

VEHICLE MAKE AND MODEL: _____

ENGINE CAPACITY: _____

TARIFF: _____

TOTAL OFFICIAL KILOMETERS TRAVELED _____ KM

AMOUNT OF CLAIM: _____ (TOTAL KILOMETERS) X _____

CENTS PER KM = R _____

1.2 CLAIM FOR OTHER EXPENSES (TOLL FEES, LUNCH, DINNER, ETC)

EXPENSES INCURRED: _____

TOLL FEES FOR : _____

TOTAL CLAIM FOR OTHER EXPENSES _____

1.3 TOTAL OF EXPENSES (A + B)

TOTAL OF SECTION A _____ +

TOTAL OF SECTION B _____ =

TOTAL CLAIM AMOUNT _____

B. DECLARATION

I certify that the details above are correct:

SIGNATURE OF CLAIMANT

POSITION

DATE

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C. APPROVAL

I certify that the official trips were necessary and in the interest of the Municipality.

Payment approved/amended/turned down

SIGNATURE OF HEAD OF DEPARTMENT

POSITION

DATE:

D. PAYMENT CHECK

I certify that the claim has been checked and that the calculations made are accurate.

**SIGNATURE
CHIEF FINANCIAL OFFICER**

**SIGNATURE
MUNICIPAL MANAGER/or DELEGATED OFFICIAL**

DATE

ANNEXURE "C": MONTHLY TRAVEL CLAIM FORM TEMPLATE
MONTHLY TRAVEL CLAIM FORM TEMPLATE



“The City of Heritage”

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Detailed Claim Information



“The City of Heritage”

ANNEXURE “D”: TRIP AUTHORITY TRIP TRIP AUTHORITY FORM

Applicant's particulars:

Employee No.....

Title..... Name

Private / Subsidised /SMS Vehicle Request

Business Department.....

Purpose of Journey:

.....
.....
.....

Date from.....

To.....

Place of Departure.....

Place of Arrival.....

Make of Vehicle

Engine Capacity

Approval of Trip

Signature of applicant..... Date

Name of authorized official

Date

Signature of authorized official.....

Trip authority forms must be approved prior to the trip being conducted

“The City of Heritage”

FLIGHT, VEHICLE HIRE, AND ACCOMMODATION REQUEST FORM

Applicant's particulars:

Employee No.....Cell Number

Title:.....Name.....Surname.....

Department:.....

Flight Arrangements

Ref.....

1. From AirportFlight number.....

Date and Time of Departure.....

2. To Airport.....Time of Arrival.....

Flight Arrangements (Return)

3. From AirportFlight number.....

Date and Time of Departure.....

4. To Airport.....Time of Arrival.....

Special Arrangements.....

Vehicle Hire Request

Ref.....

5. Place of Departure.....Date and time needed.....

6. Special Arrangements.....

7. Place of Arrival.....Date and time of Return.....

8. Approximate kilometers to be travelled

Accommodation Request

Ref.....

City /Town.....Preferred hotel.....

Date of arrival.....Date of Departure.....

Special Arrangements.....